

Policy No. P041

Equal Employment Opportunity Management Plan 2021-2025

1 A MESSAGE FROM THE GENERAL MANAGER

Goldenfields Water is committed to providing a workplace that is free from discrimination and harassment and provides equal employment opportunities for current and prospective employees.

Goldenfields Water's strong commitment to achieving in Equal Employment Opportunity (EEO) is reflected in the Equal Employment Opportunity Management Plan 2021-2025. This document is reflective of our obligations under section 344 and 345 of the Local Government Act 1993.

Managers and Supervisors are entrusted to ensure that all staff are provided with a workplace where opportunities exist on the basis of merit, in an environment that is safe and free from harassment and exclusion.

Successful implementation of the EEO Management Plan 2021-2025 will make a positive contribution in our commitment to ensuring that all staff reach their full potential, enhancing our efficiency and overall service delivery.

Aaron Drenovski
General Manager

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3 INTRODUCTION

The Equal Employment Opportunity Management Plan 2021-2025 (EEO Management Plan) has been developed in accordance with PP017 Equal Employment Opportunity Policy (EEO Policy) and the requirements of the Local Government Act 1993.

Goldenfields Water's EEO Management Plan is designed to implement workforce practices that review, monitor and improve the integration of policies, procedures and actions that will enhance equality in the workplace by eliminating discrimination and harassment; promoting diversity and inclusiveness; building respect; and recognising the true potential of all our employees.

4 LEGISLATIVE CONTEXT

Goldenfields Water is required under the Local Government Act 1993 to 'eliminate the absence of discrimination in employment on the grounds of race, sex, marital status and disability' and 'to promote equal employment opportunity (EEO) for women, members of racial minorities and persons with disabilities in councils' and to prepare and implement an EEO Management Plan.

Other legislation which underpins the requirement for EEO in the workplace includes:

- NSW Anti-Discrimination Act 1977;
- Racial Discrimination Act 1975;
- Sex Discrimination Act 1964;
- Age Discrimination Act 2004;
- Disability Discrimination Act 1992;
- Australian Human Rights Commission Act 1986; and
- Equal Employment Opportunity Act 1987.

5 OBJECTIVES

Goldenfields Water's EEO Management Plan is built on the following key focus areas:

1. **Communication and awareness**

Goldenfields Water will raise awareness of EEO principles and practices by ensuring accessibility to information, and promoting EEO principles through training, policies and practices.

2. **Policies, practices and reporting**

Goldenfields Water will ensure that its policies and workplace practices support the application of EEO principles.

3. **Recruitment and training processes**

Goldenfields Water's appointment, selection, recruitment and training processes will implement EEO principles.

6 FOCUS AREA 1 – COMMUNICATION & AWARENESS

Action Item	2021	2022	2023	2024	2025
1.1 Promote Goldenfields Water as EEO employer by ensuring that EEO statements are included on all job advertisements, and by ensuring the EEO Management Plan and EEO Policy is available on	X	X	X	X	X

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Goldenfields Water's website.					
1.2 Ensure staff accessibility to EEO information by providing relevant information on the intranet and on staff noticeboards.	X	X	X	X	X
1.3 Review and monitor Goldenfields Water's printed and digital publications to ensure compliance with EEO principles.	X	X	X	X	X
1.4 Include EEO training as part of the induction training for new staff.	X	X	X	X	X
1.5 Promote the Employee Assistance Program to all staff.	X	X	X	X	X
1.6 Promote leave provisions for cultural holidays and religious celebrations to all staff e.g. NAIDOC week.	X	X	X	X	X
1.7 Incorporate EEO principles into organisational policies and procedures.	X	X	X	X	X
1.8 Include EEO related training as part of Goldenfields Water's Training Plan.	X	X	X	X	X
1.9 Human Resources Coordinator and Managers to provide support and advice to supervisors to ensure consistent and equitable approaches to workplace relations matters.	X	X	X	X	X

7 FOCUS AREA 2 – POLICIES, PRACTICES & REPORTING

Action Item	2021	2022	2023	2024	2025
2.1 Regularly review Council's Human Resources related policies to ensure that EEO principles are included and applied.	X	X	X	X	X
2.2 Ensure that EEO responsibilities are included in all position descriptions.	X	X	X	X	X
2.3 Ensure that disputes arising from EEO related issues such as harassment and discrimination are handled in accordance with legislative requirements and are settled within the operational work area by Managers.	X	X	X	X	X
2.4 Involve the Consultative Committee in an advisory capacity in reviewing and monitoring the EEO Plan as necessary.	X	X	X	X	X
2.5 Annually report on EEO progress and activities in Council's annual report.	X	X	X	X	X
2.6 Promote Goldenfields Water's Workplace Bullying Prevention and Management Policy.	X	X	X	X	X
2.7 Include EEO related questions in Employee Opinion Survey to identify gaps and areas for improvement.		X		X	

8 FOCUS AREA 3 – RECRUITMENT AND TRAINING PROCESSES

Action Item	2021	2022	2023	2024	2025
3.1 Implement, promote and monitor IP010 Recruitment Policy to ensure equitable processes are adhered to.	X	X	X	X	X
3.2 Ensure that selection panels represent a gender balance for each recruitment process.	X	X	X	X	X
3.3 Ensure reasonable workplace adjustments are made for all applicants during recruitment processes.	X	X	X	X	X
3.4 Ensure all staff involved with recruitment and selection processes are appropriately trained and understand the principles of EEO and interview/selection processes.	X	X	X	X	X
3.5 Ensure that staff acting in higher duties are selected in accordance with EEO principles and IP009 Higher Duties Policy.	X	X	X	X	X
3.6 Monitor in-house and external training to ensure that their scope is consistent with EEO Principles.	X	X	X	X	X
3.8 Conduct EEO Awareness Training for all staff.		X		X	
3.9 Conduct Supervisory and Management training on how to provide effective feedback to staff and how to manage poor staff behaviour.	X			X	
3.10 Conduct Bullying and Harassment Training for all staff.	X			X	
3.11 Conduct training specific to applying workplace values at Goldenfields Water.	X			X	
3.12 Provide training and professional development opportunities for all staff (in line with budget requirements) through the Staff Development Plan (SDP) process.	X	X	X	X	X